

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **LB0037806**

Date Posted: **05/06/13**

POSITION NO: **231898**

Closing Date: **OUF**

CLASS CODE: **0211**

POSITION TITLE: **Chief Legislative Counsel**

DEPARTMENT NAME: **Office of Legislative Counsel**

DEPARTMENT NO: **77** WORKSITE LOCATION: **Window Rock, AZ**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **76**

Days: **M-F**

Permanent: ☒

SALARY:

Hours: **8:00 - 5:00**

Temporary: ☐

Duration: \$ **Negotiable** Per Annum

Part-Time: ☐

No. of Hrs/Wk: **40** \$ Per Hour

DUTIES AND RESPONSIBILITIES:

The Chief Legislative Counsel serves as legal counsel to the Navajo Nation Council; he or she provides comprehensive legal guidance and advise to Legislative Branch entities, including the Navajo Nation Council, standing Committees, boards, and commissions; coordinates with the Department of Justice and other attorneys in providing legal services to the Nation; provides advice and counsel, interpretation of law, research, analysis and representation in mediation and administrative hearings; provides training and orientation in specific laws and areas of law; directs and performs complex legal research and analysis of laws, legal precedents, and issues; drafts, reviews and prepares proposed legislation, reports, legal documents, and correspondence for the Navajo Nation Legislative Branch; develops annual work plan and budget for the Office of Legislative Counsel; attends meetings, training and seminars in support of continuing legal education requirements; prepares and submits activity reports to the Office of Speaker.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Juris Doctorate; and

Experience:

Twelve (12) years of professional work experience as a state licensed attorney, four (4) years of which must have been in a supervisory or lead capacity.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, and Navajo Nation laws and regulations relating to administrative and regulatory functions. Knowledge of the Navajo Nation, state and federal statutory laws. Knowledge of the procedures and rules required for administrative, legislative and judicial hearings, including appeals. Knowledge of the methods and techniques of legal research and presenting cases in court and before administrative bodies. Skill in analyzing and organizing facts, evidence and precedents. Skill in presenting material and developing an appropriate argument or defense. Skill in verbal and written communication. Ability to establish and maintain effective working relations with Navajo Nation Council delegates, executive staff, court officials, governmental officials, political figures and the general public. Ability to exercise good judgment in creating, interpreting and applying law, policies, regulations, procedures and administrative methods. Ability to objectively and analytically devise practical solutions quickly and effectively.

License/Certification Requirements:

Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99